# UNIT COMMANDER'S FINANCE REPORT

## A GUIDE FOR COMMANDERS AND FIRST SERGEANTS

**CHARLIE DETACHMENT 39th FINANCE BATTALION**

**GIESSEN/FRIEDBERG, GE**

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# INTRODUCTION

The Unit Commander's Finance Report (UCFR) is the most important tool a commander has to monitor and evaluate his/her soldiers' finance data. By thoroughly reviewing and certifying it monthly, the unit can drastically reduce the amount of pay inquiries and stabilize soldier pay.

The process of reviewing and certifying the report takes only approximately 1/2 hour per month and is a wise time investment for Commanders and First Sergeants. This relatively short commitment each month can end up saving immeasurable frustration and headache. It will also greatly reduce the amount of time soldiers and leaders miss training events to handle pay-related problems.

Please utilize this guide as a reference when you review your UCFR monthly - it will remind you of the most important areas and will actually save you time by referring to it. If while reviewing your UCFR you have a question, don't hesitate to call finance to get an interpretation. The section on "Common UCFR Problems" should be particularly useful to you during your review.

Background information is provided at the beginning of this guide to lay the foundation for your knowledge of the UCFR. Definitions and terms are explained to ensure you understand the basics which the UCFR revolves around.

Because the UCFR review process ties closely to the LES distribution process, that process has been included in this guide as well. Commanders and First Sergeants oftentimes do not understand that entire process. Scan that section so you can be updated on current procedures and gain insight into each agency's role.

Please keep copies of your UCFRs for at least one year. This will assist you in maintaining unit records (CIP inspection item) and also in tracking UCFR corrections.

Leadership emphasis is critical throughout the UCFR process. We pledge that finance will make every effort to pay soldiers accurately and timely. We ask you to help us in that endeavor.

***"The burdens on unit commanders are many; however, those commanders who use the UCFR properly generally receive the best pay support for their soldiers. We must impress upon all commanders that the UCFR is a critical leadership tool that results in better care for their***

# DEFINITIONS

**AAA-162:** A report the PAC generates which lists all soldiers assigned to the unit. Used to compare with the UCFR to ensure all soldiers are listed.

**Certification (UCFR):** The unit commander must sign the UCFR each month which completes the whole UCFR process. (See Review (UCFR) and Suspense Date.)

**End-of-Month Cutoff:** The date after which newly submitted transactions will not be input in time to be effective by end-of-month (usually the 20th of the month).

**Finance Newsletter:** A 3-6 page monthly newsletter from the 39TH FB that accompanies your unit's LESs and UCFR. It disseminates current finance information and is a reference on how to and who to contact within the finance office.

**LES:** The leave and earnings statement which all soldiers receive each month.

**LESs Needed Form:** A local form which the PAC fills out following their UCFR/AAA-162 scrub which lists the soldiers for which an LES is still needed.

**LES Distro Meeting:** LES Distribution meeting occurs monthly and is where the LES's PACs for UCFRs, and Finance Newsletters are turned over to the distribution to unit commanders.

**Mid-Month Cutoff:** The date after which newly submitted transactions will not be input in time to be effective by mid-month (usually the 5th of the month).

**NPA:** Net Pay Advices are the mid-month pay stubs which show the mid-month pay amount and the bank to which the amount was deposited.

**PACIDN:** The code in the finance computer system which denotes the exact unit to which the soldier is assigned. This code is critical to the UCFR process.

# NPA / LES / UCFR

**Net Pay Advice:**

**NPA monthly payday info Act**

**Net Pay Advices (1 per soldier)**

- **Soldiers with mid-month pay receive**
- **Should be in the hands of the soldier by**
- **Only shows pay amount & bank account**
- **Use utmost care when distributing**
- **Information is covered by the Privacy**
- **CDRs/1SGs don't really need to review**

**Leave and Earnings Statement:**

**payday office Act**

**Leave and Earnings Statements (1 per soldier)**

- **All soldiers receive one monthly**
- **Should be in the hands of the soldier by**
- **Use utmost care when distributing**
- **Return unneeded LESs to the finance**
- **Information is covered by the Privacy**
- **CDRs/1SGs may review if desired**

**Unit Commanders Finance Report:**

- **Commanders receive one each month**
- **Ensure all soldiers assigned are listed**
- **Check soldier entitlements**

# LES Distribution Process

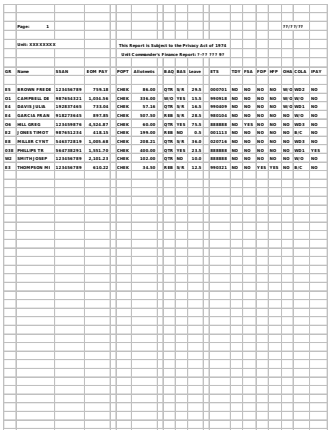
LESs are extremely important to soldiers and their families. Therefore, it is critical that each agency in the LES Distribution Process do its part to ensure that LESs reach the soldiers in an efficient and timely manner. The LES information is generated by the finance computer system and the information is downloaded by the local finance office from Mechanicsburg, PA, USA. We print the LESs and distribute them to the PACs at our monthly LES distribution meeting. Thus, the LESs go from Finance to the PAC to the unit to the soldier.

The documents involved in th[illegible] below:

**Leave and Earnings Statements (1 per soldier)**

(Return this list prior to leaving PSNCO meeting)
**UNIT NAME**
**LESs NEEDED**
**EOM??? '9?**
(All LESs will be available for pickup NLT 1600 today)

| | |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |



LES Missing LES Form
UCFR

The agencies that are involved in the process are:

The Local Finance Office

Unit PACs (S1s / PSNCOs)

Commanders / 1SGs

Each agency's responsibilities is detailed in the next few pages of this guide. All of these agencies must work together toward a common goal - all soldiers receive an accurate LES on time every month.

If you do not understand a procedure or step in the process, please take the time to call either the PAC or finance to get an explanation. Understanding the procedures is important to ensuring the success of the entire process.

# PAC Responsibilities

The primary responsibility of the PAC is to facilitate the transfer of the LESs from the local finance office to each company level unit. The PAC should perform its required tasks as quickly as possible so that the LESs and UCFRs can be distributed to the companies as soon as possible.

The main action required at the PAC level is to compare the LESs received from finance with the unit's AAA-162 Roster to ensure that all assigned soldiers receive an LES. It is critical that this review occur each and every month at the LES distribution meeting so that prompt action can be taken.

PAC Procedures:

1. **Attend the monthly Finance LES Distribution Meeting.**
2. **Review the LESs received with the AAA-162 Roster.**
3. **Complete a "LESs Needed" form as necessary for any missing LE**

(Return this list prior to leaving PSNCO meeting)
UNIT NAME
LESs NEEDED
EOM ??? '9?
(All LESs will be available for pickup NLT 1600 today)

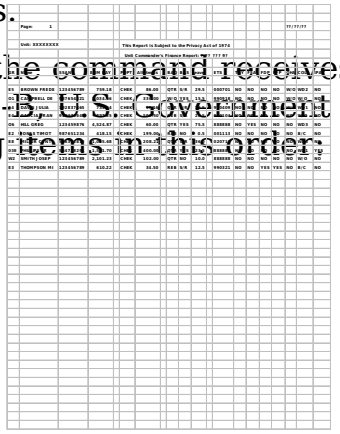
| | |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

This form is available at Finance for all PAC's. The PAC representative should write down the names and SS of soldiers assigned to the unit but for whom there is not an LES present. Finance will use this form to both provide the LES to the soldier (see below) and also to make input into the finance system so that the soldier does receive an LES next month.

4. **Turn in the "Missing LES" form to the finance representative prior to leaving the meeting.**
5. **Return to finance at the day following LES distribution for all requested LESs.**
6. **Insert these LESs into the proper packets for distribution to the units.**

# Command Responsibilities

Commanders and First Sergeants have the most important responsibility in the whole LES Distribution Process. **They must ensure that the LESs get into the hands of their soldiers.** Thus, it is very important that an actual hand-off occur from the PAC representative to a representative within the command. **LESs should never be put in distribution or mail.** Once received from the PAC, the LESs should be broken down however necessary (e.g. by platoon, detachment, section, etc.) and promptly distributed to the soldiers. Again, a physical hand-off should occur each time the LESs are passed through channels to the soldier. Commanders and/or First Sergeants may elect to do a quick screening of each LES, but there is no need to do an in-depth analysis of each LES as all the critical information is provided on the Unit Commander's Finance Report (UCFR). This is the report that the command will fully analyze to monitor finance data and discover possible problems.



When the command receives the finance packet from the PAC it should be in an SF 65-B, U.S. Government Messenger Envelope, and should contain the following items in this order:

**Leave and Earnings Statements (1 per soldier)**

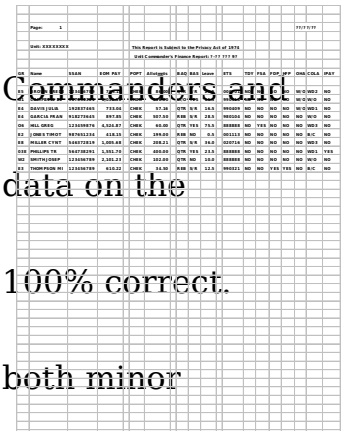
UCFR LESs

The UCFR review process is covered in depth later in this guide. By this time in the process, you should have an LES for every soldier in your unit as the PAC performed a review with finance representatives at the LES Distribution Meeting (See PAC Responsibilities).

If you feel that the PAC is not living up to its responsibilities in this process, then you should contact the S1 and attempt to resolve the problem.

If finance can be of any assistance to you at any stage of this process, please call.

# UCFR Review Procedures



The UCFR contains the essential information that Commanders and First Sergeants need to be aware of. Just because the data on the UCFR is accurate, it doesn't mean the soldier's pay is 100% correct. However, by carefully reviewing the data on the UCFR, both minor and major pay problems can be identified and corrected. If you take the time to carefully review your unit's UCFR on a monthly basis, it will undoubtedly pay you dividends in the future.

UCFR

Consult the following pages for Information on Specific Areas:

Pages 8-14 provide a step by step guide to reviewing your UCFR by providing detailed information on each column of the report.

Page 15 gives you information on submitting your UCFR to finance.

Page 16 gives examples on required supporting documents to support the pay changes you annotate. **(SOME CHANGES DON'T REQUIRE SUBSTANTIATING DOCUMENTS.)**

Page 17 lists some common UCFR problems that you may find useful.

Page 18 is a note from the Commander, C Det, 39th Fin Bn. Please read.

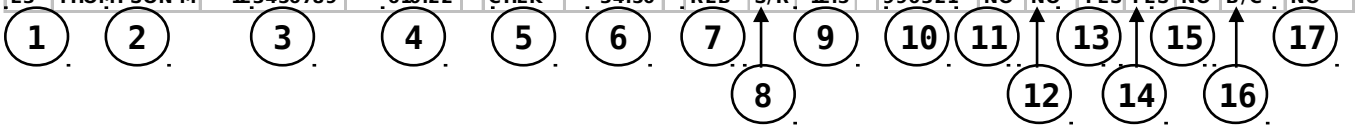
The local finance office will code the transactions using the substantiating documents attached to the UCFR. Page 16 lists what type of transactions require supporting documentation and which ones do not. Those that do not require substantiating documents will be coded from the UCRF. Consult this list carefully when making your annotations to ensure that finance can take action . **Please do not forget to attach all necessary supporting documents.**

# UCFR - Step By Step

This section should be used as a reference guide by all Commanders and First Sergeant's when reviewing the UCFR. If you follow these steps thoroughly for each soldier listed, you will get the most out of your UCFR.

This is a sample UCFR and an explanation of what each column contains:

| | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Page: 1 | | | | | | | | | | | | | | ??/??/?? | | |
| | Unit: XXXXXXXX | | | This Report is Subject to the Privacy Act of 1974 | | | | | | | | | | | | | |
| | | | | Unit Commander's Finance Report: ?-?? ??? 9? | | | | | | | | | | | | | |
| GR | Name | SSAN | EOM PAY | POPT | Allotmnts | BAH | BAS | Leave | ETS | TDY | FSH | FDP | HFP | OHA | COLA | IPAY | |
| E5 | BROWN FRED | 123456789 | 759.18 | CHEK | 86.00 | QTR | S/R | 29.5 | 000701 | NO | NO | NO | NO | W/C | WD2 | NO | |
| O1 | CAMPBELL DE | 987654321 | 1,034.56 | CHEK | 336.00 | W/O | YES | 15.5 | 990918 | NO | NO | NO | NO | W/C | W/O | NO | |
| E4 | DAVIS JULIA | 192837465 | 733.04 | CHEK | 57.16 | QTR | S/R | 16.5 | 990409 | NO | NO | NO | NO | W/C | WD1 | NO | |
| E4 | GARCIA FRAN | 918273645 | 897.85 | CHEK | 507.50 | REB | S/R | 28.5 | 980104 | NO | NO | NO | NO | NO | W/O | NO | |
| O6 | HILL GREG | 123459876 | 4,524.87 | CHEK | 60.00 | QTR | YES | 75.5 | 888888 | NO | YES | NO | NO | NO | WD3 | NO | |
| E2 | JONES TIMOT | 987651234 | 418.15 | CHEK | 199.00 | REB | NO | 0.5 | 001113 | NO | NO | NO | NO | NO | B/C | NO | |
| E8 | MILLER CYNT | 546372819 | 1,005.68 | CHEK | 208.21 | QTR | S/R | 36.0 | 020716 | NO | NO | NO | NO | NO | WD3 | NO | |
| 03E | PHILLIPS TR | 564738291 | 1,551.70 | CHEK | 400.00 | QTR | YES | 23.5 | 888888 | NO | NO | NO | NO | NO | WD1 | YES | |
| W2 | SMITH JOSEP | 123456789 | 2,101.23 | CHEK | 102.00 | QTR | NO | 10.0 | 888888 | NO | NO | NO | NO | NO | W/O | NO | |
| E3 | THOMPSON M | 123456789 | 610.22 | CHEK | 34.50 | REB | S/R | 12.5 | 990321 | NO | NO | YES | YES | NO | B/C | NO | |




1 Grade — Two letter grade designation

2 Name — Last Name - Space - First Name (Field contains only 11 characters)

3 Social Security Number — Full Social Security Number

4 End-of-Month Pay — Amount received by soldier for current end-of-month pay

5 Pay Option — Shows the Pay Option the soldier has elected

6 Allotments — Total amount of all allotments disbursed for the current month

7 Basic All. for Housing — The type of housing allowance the soldier is receiving, if any

8 Basic All. for Subsistence — The type of subsistence allowance the soldier is receiving, if any

9 Leave — The soldier's current leave balance as of the last day of the current month

10 Expired Term of Servie — The soldier's ETS date (new ETS date will not update until old ETS date passes)

11 Temporary Duty — "YES" if the soldier received an Accrued Per Diem payment through his LES

12 Family Separation All. — "YES" if soldier was paid this entitlement for any portion of the current month

13 Foreign Duty Pay — "YES" if soldier was paid this entitlement for any portion of the current month

14 Hostile Fire Pay — "YES" if soldier was paid this entitlement for any portion of the

# UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring the the Step By Step instructions:

Page: 1 ??/??/??

Unit: XXXXXXXX

This Report is Subject to the Privacy Act of 1974

Unit Commander's Finance Report: ?-?? ??? 9?

| GR | Name | SSAN | EOM PAY | POPT | Allotmnts | BAH | BAS | Leave | ETS | TDY | FSA | FDP | HFP | OHA | COLA | IPAY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| E5 | BROWN FRED | 123456789 | 759.18 | CHEK | 86.00 | QTR | S/R | 29.5 | 000701 | NO | NO | NO | NO | W/C | WD2 | NO |
| O1 | CAMPBELL DE | 987654321 | 1,034.56 | CHEK | 336.00 | W/O | YES | 15.5 | 990918 | NO | NO | NO | NO | W/C | W/O | NO |
| E4 | DAVIS JULIA | 192837465 | 733.04 | CHEK | 57.16 | QTR | S/R | 16.5 | 990409 | NO | NO | NO | NO | W/C | WD1 | NO |
| E4 | GARCIA FRAN | 918273645 | 897.85 | CHEK | 507.50 | REB | S/R | 28.5 | 980104 | NO | NO | NO | NO | NO | W/O | NO |
| O6 | HILL GREG | 123459876 | 4,524.87 | CHEK | 60.00 | QTR | YES | 75.5 | 888888 | NO | YES | NO | NO | NO | WD3 | NO |
| E2 | JONES TIMOT | 987651234 | 418.15 | CHEK | 199.00 | REB | NO | 0.5 | 001113 | NO | NO | NO | NO | NO | B/C | NO |
| E8 | MILLER CYNT | 546372819 | 1,005.68 | CHEK | 208.21 | QTR | S/R | 36.0 | 020716 | NO | NO | NO | NO | NO | WD3 | NO |
| 03E | PHILLIPS TR | 564738291 | 1,551.70 | CHEK | 400.00 | QTR | YES | 23.5 | 888888 | NO | NO | NO | NO | NO | WD1 | YES |
| W2 | SMITH JOSEP | 123456789 | 2,101.23 | CHEK | 102.00 | QTR | NO | 10.0 | 888888 | NO | NO | NO | NO | NO | W/O | NO |
| E3 | THOMPSON M | 123456789 | 610.22 | CHEK | 34.50 | REB | S/R | 12.5 | 990321 | NO | NO | YES | YES | NO | B/C | NO |

1 2 3 4

1

**Grade:** This column shows the grade of the soldier as listed in the finance system as of the end-of-month cutoff for the current month. If this grade is incorrect, you should pursue correction action through the personnel system. You may submit a copy of the order attached to the UCFR as the local finance office can input some promotions but there are some promotions finance cannot input.

2

**Name:** This column displays the soldier's last name followed by one blank space followed by the soldier's first name. The field only contains 11 characters so only the first 11 characters of the name are shown. If either the last or first name shown is incorrect, then you should submit a DA Form 4187 to finance so we can update the system.

3

**SSAN:** This column displays the soldier's full 9 digit Social Security Number (abbreviated SSAN or SSN). If the SSAN is incorrect, then submit

4

# UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring the the Step By Step instructions:

Page: 1 ??/??/??

Unit: XXXXXXXX

This Report is Subject to the Privacy Act of 1974

Unit Commander's Finance Report: ?-?? ??? 9?

| GR | Name | SSAN | EOM PAY | POPT | Allotmnts | BAH | BAS | Leave | ETS | TDY | FSA | FDP | HFP | OHA | COLA | IPAY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| E5 | BROWN FRED | 123456789 | 759.18 | CHEK | 86.00 | QTR | S/R | 29.5 | 000701 | NO | NO | NO | NO | W/C | WD2 | NO |
| O1 | CAMPBELL DE | 987654321 | 1,034.56 | CHEK | 336.00 | W/O | YES | 15.5 | 990918 | NO | NO | NO | NO | W/C | W/O | NO |
| E4 | DAVIS JULIA | 192837465 | 733.04 | CHEK | 57.16 | QTR | S/R | 16.5 | 990409 | NO | NO | NO | NO | W/C | WD1 | NO |
| E4 | GARCIA FRAN | 918273645 | 897.85 | CHEK | 507.50 | REB | S/R | 28.5 | 980104 | NO | NO | NO | NO | NO | W/O | NO |
| O6 | HILL GREG | 123459876 | 4,524.87 | CHEK | 60.00 | QTR | YES | 75.5 | 888888 | NO | YES | NO | NO | NO | WD3 | NO |
| E2 | JONES TIMOT | 987651234 | 418.15 | CHEK | 199.00 | REB | NO | 0.5 | 001113 | NO | NO | NO | NO | NO | B/C | NO |
| E8 | MILLER CYNT | 546372819 | 1,005.68 | CHEK | 208.21 | QTR | S/R | 36.0 | 020716 | NO | NO | NO | NO | NO | WD3 | NO |
| 03E | PHILLIPS TR | 564738291 | 1,551.70 | CHEK | 400.00 | QTR | YES | 23.5 | 888888 | NO | NO | NO | NO | NO | WD1 | YES |
| W2 | SMITH JOSEP | 123456789 | 2,101.23 | CHEK | 102.00 | QTR | NO | 10.0 | 888888 | NO | NO | NO | NO | NO | W/O | NO |
| E3 | THOMPSON M | 123456789 | 610.22 | CHEK | 34.50 | REB | S/R | 12.5 | 990321 | NO | NO | YES | YES | NO | B/C | NO |

5 6 7

5

**Pay Option:** This column should state “CHEK” for all soldiers which means that the soldier’s pay is being direct-deposited into a bank account. If it does not state “CHEK”, then the soldier should submit an SF Form 1199 to designate a bank account for direct deposit.

6

**Allotments:** This column shows the total dollar amount of allotments the soldier had for the current month.

7

**BAH:** This column displays the type of BAH, Basic Allowance for Housing, the soldier is currently receiving. The only entries you will see in this column are “QTR”, “REB”, “W/O” , “W/D” , or “DIF”. “QTR” indicates the soldier is family type government quarters. “REB” stands for “Rebate” and indicates that that the soldier lives in the barracks, BOQ, or BEQ. and is only drawing a nominal amount of BAH (Rebate). “W/O” means the soldier is off-post, but has no dependents. “W/D” means the soldier is off-post and has dependents (or could possibly be

# UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring the the Step By Step instructions:

Page: 1 ??/??/??

Unit: XXXXXXXX

This Report is Subject to the Privacy Act of 1974

Unit Commander's Finance Report: ?-?? ??? 9?

| GR | Name | SSAN | EOM PAY | POPT | Allotmnts | BAH | BAS | Leave | ETS | TDY | FSA | FDP | HFP | OHA | COLA | IPAY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| E5 | BROWN FRED | 123456789 | 759.18 | CHEK | 86.00 | QTR | S/R | 29.5 | 000701 | NO | NO | NO | NO | W/C | WD2 | NO |
| O1 | CAMPBELL DE | 987654321 | 1,034.56 | CHEK | 336.00 | W/O | YES | 15.5 | 990918 | NO | NO | NO | NO | W/C | W/O | NO |
| E4 | DAVIS JULIA | 192837465 | 733.04 | CHEK | 57.16 | QTR | S/R | 16.5 | 990409 | NO | NO | NO | NO | W/C | WD1 | NO |
| E4 | GARCIA FRAN | 918273645 | 897.85 | CHEK | 507.50 | REB | S/R | 28.5 | 980104 | NO | NO | NO | NO | NO | W/O | NO |
| O6 | HILL GREG | 123459876 | 4,524.87 | CHEK | 60.00 | QTR | YES | 75.5 | 888888 | NO | YES | NO | NO | NO | WD3 | NO |
| E2 | JONES TIMOT | 987651234 | 418.15 | CHEK | 199.00 | REB | NO | 0.5 | 001113 | NO | NO | NO | NO | NO | B/C | NO |
| E8 | MILLER CYNT | 546372819 | 1,005.68 | CHEK | 208.21 | QTR | S/R | 36.0 | 020716 | NO | NO | NO | NO | NO | WD3 | NO |
| 03E | PHILLIPS TR | 564738291 | 1,551.70 | CHEK | 400.00 | QTR | YES | 23.5 | 888888 | NO | NO | NO | NO | NO | WD1 | YES |
| W2 | SMITH JOSEP | 123456789 | 2,101.23 | CHEK | 102.00 | QTR | NO | 10.0 | 888888 | NO | NO | NO | NO | NO | W/O | NO |
| E3 | THOMPSON M | 123456789 | 610.22 | CHEK | 34.50 | REB | S/R | 12.5 | 990321 | NO | NO | YES | YES | NO | B/C | NO |

8 9 10

8

**BAS:** BAS, Basic Allowance for Subsistence shows the type of ration allowance the soldier is receiving. Possible types are "YES", "S/R", "NO", and "RNA". All officers and warrant officers automatically receive BAS so it should always state "YES" for them. The UCFR should state "S/R" for all your soldiers that are on Separate Rations. Submit the DA Form 4187 approving Separate Rations if it does not. "RNA" stands for Rations Not Available and can only be authorized if a Dining Facility is not available.

9

**Leave:** Leave Balance shows how many leave days the soldier currently has accumulated as of the end of month. Please keep in mind that recent leave transactions may not have posted to the soldiers account yet. If you believe a soldier's leave is incorrect, submit a pay inquiry with pertinent information and relevant DA Form 31's attached and we will review the soldiers leave balance.

10

# UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring the the Step By Step instructions:

Page: 1 ??/??/??

Unit: XXXXXXXX This Report is Subject to the Privacy Act of 1974

Unit Commander's Finance Report: ?-?? ??? 9?

| GR | Name | SSAN | EOM PAY | POPT | Allotmnts | BAH | BAS | Leave | ETS | TDY | FSA | FDP | HFP | OHA | COLA | IPAY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| E5 | BROWN FRED | 123456789 | 759.18 | CHEK | 86.00 | QTR | S/R | 29.5 | 000701 | NO | NO | NO | NO | W/C | WD2 | NO |
| O1 | CAMPBELL DE | 987654321 | 1,034.56 | CHEK | 336.00 | W/O | YES | 15.5 | 990918 | NO | NO | NO | NO | W/C | W/O | NO |
| E4 | DAVIS JULIA | 192837465 | 733.04 | CHEK | 57.16 | QTR | S/R | 16.5 | 990409 | NO | NO | NO | NO | W/C | WD1 | NO |
| E4 | GARCIA FRAN | 918273645 | 897.85 | CHEK | 507.50 | REB | S/R | 28.5 | 980104 | NO | NO | NO | NO | NO | W/O | NO |
| O6 | HILL GREG | 123459876 | 4,524.87 | CHEK | 60.00 | QTR | YES | 75.5 | 888888 | NO | YES | NO | NO | NO | WD3 | NO |
| E2 | JONES TIMOT | 987651234 | 418.15 | CHEK | 199.00 | REB | NO | 0.5 | 001113 | NO | NO | NO | NO | NO | B/C | NO |
| E8 | MILLER CYNT | 546372819 | 1,005.68 | CHEK | 208.21 | QTR | S/R | 36.0 | 020716 | NO | NO | NO | NO | NO | WD3 | NO |
| 03E | PHILLIPS TR | 564738291 | 1,551.70 | CHEK | 400.00 | QTR | YES | 23.5 | 888888 | NO | NO | NO | NO | NO | WD1 | YES |
| W2 | SMITH JOSEP | 123456789 | 2,101.23 | CHEK | 102.00 | QTR | NO | 10.0 | 888888 | NO | NO | NO | NO | NO | W/O | NO |
| E3 | THOMPSON M | 123456789 | 610.22 | CHEK | 34.50 | REB | S/R | 12.5 | 990321 | NO | NO | YES | YES | NO | B/C | NO |

11 12 13

**11**

**TDY:** This column will state “YES” if the soldier received an Accrued Per Diem payment during the current month which generally means the soldier is not deployed. If the column states “YES” and the soldier is deployed, then there is a problem which needs attention. Annotate the UCFR with the date that the soldier redeployed.

**12**

**FSA:** This column states “YES” if the soldier received Family Separation Allowance, FSA, for any reason for at least on day of the current month. FSA is either Type I or Type II. Type I is normally received when a soldier is on an unaccompanied tour and is living off-post. (Paid at the BAQ w/o dependent rate.) FSA Type II is typically paid when a soldier is away from his/her dependents for more than 30 days due to a deployment or extended TDY. Dependents must be command-sponsored to qualify for FSA Type II.

**13**

**HDP-L:** This column denotes whether the soldier received Hardship Duty Pay

# UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring the the Step By Step instructions:

Page: 1 ??/??/??

Unit: XXXXXXXX

This Report is Subject to the Privacy Act of 1974

Unit Commander's Finance Report: ?-?? ??? 9?

| GR | Name | SSAN | EOM PAY | POPT | Allotmnts | BAH | BAS | Leave | ETS | TDY | FSA | FDP | HFP | OHA | COLA | IPAY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| E5 | BROWN FRED | 123456789 | 759.18 | CHEK | 86.00 | QTR | S/R | 29.5 | 000701 | NO | NO | NO | NO | W/C | WD2 | NO |
| O1 | CAMPBELL DE | 987654321 | 1,034.56 | CHEK | 336.00 | W/O | YES | 15.5 | 990918 | NO | NO | NO | NO | W/C | W/O | NO |
| E4 | DAVIS JULIA | 192837465 | 733.04 | CHEK | 57.16 | QTR | S/R | 16.5 | 990409 | NO | NO | NO | NO | W/C | WD1 | NO |
| E4 | GARCIA FRAN | 918273645 | 897.85 | CHEK | 507.50 | REB | S/R | 28.5 | 980104 | NO | NO | NO | NO | NO | W/O | NO |
| O6 | HILL GREG | 123459876 | 4,524.87 | CHEK | 60.00 | QTR | YES | 75.5 | 888888 | NO | YES | NO | NO | NO | WD3 | NO |
| E2 | JONES TIMOT | 987651234 | 418.15 | CHEK | 199.00 | REB | NO | 0.5 | 001113 | NO | NO | NO | NO | NO | B/C | NO |
| E8 | MILLER CYNT | 546372819 | 1,005.68 | CHEK | 208.21 | QTR | S/R | 36.0 | 020716 | NO | NO | NO | NO | NO | WD3 | NO |
| 03E | PHILLIPS TR | 564738291 | 1,551.70 | CHEK | 400.00 | QTR | YES | 23.5 | 888888 | NO | NO | NO | NO | NO | WD1 | YES |
| W2 | SMITH JOSEP | 123456789 | 2,101.23 | CHEK | 102.00 | QTR | NO | 10.0 | 888888 | NO | NO | NO | NO | NO | W/O | NO |
| E3 | THOMPSON M | 123456789 | 610.22 | CHEK | 34.50 | REB | S/R | 12.5 | 990321 | NO | NO | YES | YES | NO | B/C | NO |

15

14 16

14

**HFP:** This column displays whether or not the soldier has received Hostile Fire Pay during the current month (“YES” or “NO”). HFP is paid in the amount of $150 per month if the soldier was in a designated HFP zone for any portion of the month. Saudi Arabia, Bosnia, Croatia, and Macedonia are all currently designated as HFP areas (not Hungary).

15

**OHA:** This column shows if OHA was paid during the current month and at what rate. Overseas Housing Allowance (OHA) is only payable if the soldier is also receiving BAH. OHA has only two categories: with dependents and without dependents. The exact amount the soldier receives depends on grade, the DM rate, the rent amount and utilities.

16

**COLA:** This column shows the rate at which the soldier was paid his/her Cost of Overseas Living Allowance, COLA. The possible rates are B/C (Barracks COLA), W/O (Without Dependents), WD1, WD2, WD3

# UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring the the Step By Step instructions:

| Page: 1 | | | | | | | | | | | | | | ??/??/?? | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Unit: XXXXXXXX | | | | This Report is Subject to the Privacy Act of 1974 | | | | | | | | | | | | |
| | | | | Unit Commander's Finance Report: ?-?? ??? 9? | | | | | | | | | | | | |
| GR | Name | SSAN | EOM PAY | POPT | Allotmnts | BAH | BAS | Leave | ETS | TDY | FSA | FDP | HFP | OHA | COLA | IPAY |
| E5 | BROWN FRED | 123456789 | 759.18 | CHEK | 86.00 | QTR | S/R | 29.5 | 000701 | NO | NO | NO | NO | W/C | WD2 | NO |
| O1 | CAMPBELL DE | 987654321 | 1,034.56 | CHEK | 336.00 | W/O | YES | 15.5 | 990918 | NO | NO | NO | NO | W/C | W/O | NO |
| E4 | DAVIS JULIA | 192837465 | 733.04 | CHEK | 57.16 | QTR | S/R | 16.5 | 990409 | NO | NO | NO | NO | W/C | WD1 | NO |
| E4 | GARCIA FRAN | 918273645 | 897.85 | CHEK | 507.50 | REB | S/R | 28.5 | 980104 | NO | NO | NO | NO | NO | W/O | NO |
| O6 | HILL GREG | 123459876 | 4,524.87 | CHEK | 60.00 | QTR | YES | 75.5 | 888888 | NO | YES | NO | NO | NO | WD3 | NO |
| E2 | JONES TIMOT | 987651234 | 418.15 | CHEK | 199.00 | REB | NO | 0.5 | 001113 | NO | NO | NO | NO | NO | B/C | NO |
| E8 | MILLER CYNT | 546372819 | 1,005.68 | CHEK | 208.21 | QTR | S/R | 36.0 | 020716 | NO | NO | NO | NO | NO | WD3 | NO |
| 03E | PHILLIPS TR | 564738291 | 1,551.70 | CHEK | 400.00 | QTR | YES | 23.5 | 888888 | NO | NO | NO | NO | NO | WD1 | YES |
| W2 | SMITH JOSEP | 123456789 | 2,101.23 | CHEK | 102.00 | QTR | NO | 10.0 | 888888 | NO | NO | NO | NO | NO | W/O | NO |
| E3 | THOMPSON M | 123456789 | 610.22 | CHEK | 34.50 | REB | S/R | 12.5 | 990321 | NO | NO | YES | YES | NO | B/C | NO |

17

17

**IPAY:** This column denotes whether the soldier received any type of incentive pay during the current month. Examples of incentive pay are Flight Pay and Jump Pay.

(End of Step By Step Instructions.)

# MOST IMPORTANT DATA ITEMS:

**BAH:** **Should soldier be receiving BAH and is it the correct rate?**

**BAS:** **Should soldier be receiving BAS or Rations Not Available?**

**FSA:** **Was soldier entitled to Family Separation Allowance this month?**

**FDP:** **Was soldier entitled to Foreign Duty Pay this month?**

**HFP:** **Was soldier physically in a Hostile Fire Pay area this month?**

# UCFR Turn-in Procedures

UCFR turn-in procedures should be IAW your unit's operating procedures. That is, some units mandate the unit commanders turn in the UCFR to the PAC (or S1) who then submits it to finance. Other units allow commanders to turn them in directly to finance. Whatever the SOP, as long as the UCFR ends up at finance, all is well.

If your SOP requires you to turn in the UCFR to the PAC, then submit it to them in ample time for them to give it to finance by the 10th of the month. Also, it is often a good practice to utilize a TL when transferring documents from one entity to another.

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# Failure to Turn-in UCFR

If you do not turn in a UCFR, a letter will be sent to you requesting information on why a UCFR was not submitted as Army Regulations dictate. Follow-up requests will continue until a UCFR is received. If you foresee missing the suspense of the 10th of the month, then simply notify the finance POC above and we will make note of it in our records and expect your UCFR a few days later than usual. We will vigorously pursue receipt of all UCFRs since it is the soldier who receives and deserves the benefit of our perseverance.

Should repeated requests for a UCFR go unanswered, then we will send letters to the next higher commanders for resolution.

# Supporting Documents

The primary purpose of reviewing the UCFR is to correct errors that are discovered. In order for finance to input the corrective actions you annotate on your UCFR, it is oftentimes necessary that you submit a supporting document to back up you annotation. These documents are kept on file in finance for years so that any transaction that is questioned can be researched. If a backup document is present in the files, it is very easy to determine why that transaction was input.

However, **not all requested actions require a supporting document.** It is not our intent to make the UCFR certification a difficult process. Since the commander signs the certification after making his annotations and requested changes, the entire document acts as a memorandum of authorization to make the requested changes. Utilize the table below to determine whether you need to submit a separate supporting document or not.

**If a supporting document is not necessary, please ensure that all necessary information to input the transaction into the finance system is annotated on the UCFR.** Unless, that information (e.g. a date) is listed, no input can be made. An example is a commander's request to stop HDP-L (Hardship Duty Pay) for one of his soldiers as of 31 Dec 00. In other words, a "YES" appeared in the HDP-L column of the UCFR but no FDP should have been paid. No supporting documentation is necessary, but commander must circle the "YES", and annotate "STOP 001231" for that change to be made. (Also, the UCFR Certification Memo must be signed by commander.)

Here is a table with some examples of what requires supporting documents and what does not:

| UCFR Column | Pay Problem | Supporting Document Required |
|---|---|---|
| Grade | Wrong Grade promotion | Signed DA Form 4187 authorizing and SIDPERS III processed transaction report |
| Pay Option | Change of account information | Signed SF 1199 with bank and |
| Allotments | Start,Stop, Change | Signed DD 2558 with effective date |
| BAH | Start,Stop,Change | Signed DA 5960 |
| BAS | Start Separate Rations | Signed DA Form 4187 initiating Separate Rations |
| BAS | Stop Separate Rations | None (annotate UCFR) |
| Leave | (Any Type) | Fully Completed DA Form 31 |
| ETS | (Any Type) | Reenlistment or Extension paperwork |
| FSA | Start | Signed DA 1561 |
| FSA | Stop | None (annotate UCFR) |

# Common UCFR Problems

Many problems are fairly routine and can be spotted quite easily upon conducting a thorough review of your UCFR. After doing your review a few months, you will quickly learn to spot inconsistencies and other indicators that may point to possible problems.

Here is a short list of problems you may want to take a look for:

| Situation | Check (or Action) |
|---|---|
| Soldier not on UCFR | Annotate on UCFR Cover Sheet |
| Soldier living in barracks (not on Separate Rations) | Should be receiving "B/C" COLA |
| Soldier living in barracks (on Separate Rations) | Should be receiving "W/O" COLA |
| Soldier receiving BAH and VHA (1+ Dependents) | Match of BAH: "W/O", OHA: "W/D" |
| Soldier receiving BAH and VHA (no Dependents) | Match of BAH: "W/D", OHA: "WD?" |
| Soldier receiving BAH but not OHA | Complete & Sign DD 2367 |
| Soldier receiving BAH but not VHA | Complete & Sign DD 5960 |
| Soldier living in barracks | BAH should be "REB" |
| "POPT" column | Should be "CHEK" |
| Leave is -10.0 or less | RED FLAG!!! |
| Leave is greater than 60 days | Has all leave been processed? |
| # of Dependents Should be consistent | BAH, OHA, COLA |
| "YES" in TDY | Is soldier still deployed? |
| "YES" in HDP | Was soldier in authorized area for 8 days? |
| "YES" in HFP | Was soldier in authorized area? |
| "YES" in IPAY | Why? (What type of incentive pay?) |
| ETS Date past | Submit Reenlistment |

# Note from CDR, C Det, 39th Fin Bn

I hope this guide is a valuable tool for you when reviewing your unit's UCFR. It is not a completely comprehensive document but is rather a guide that will give you the most important items of information that you need to successfully review your UCFR.

I urge you to use the UCFR to the maximum extent by reviewing it, by making annotations on it, and by attaching supporting documents to it. Once turned in, your work will be rewarded as you see these requested transactions input into the system without the soldiers or the PAC having to do anything. The UCFR offers you direct access - a means of bypassing the regular finance PAC TL system on items that you, as a Commander or First Sergeant, have determined need attention. I urge you to take advantage of this opportunity and carefully review your UCFR. Continue to use and support the regular finance system, but also help yourself and your soldiers by taking advantage of this opportunity.

I would like to offer you my assistance at any time at all should you need to consult me during your UCFR review process. I will answer phone inquiries and I will gladly sit down with you and walk you through the review process. Simply call me and we will set up an appointment at my office or yours - invite your First Sergeant if you desire so he/she can learn and assist you in the entire process.

Please don't hesitate to call me at 343-6417 for any reason - UCFR help, or anything else.

Cody L. Zilhaver
CPT, FC
Commanding